NORTHERN REGION
FOREST SERVICE

NORTHERN TIER
TYPE 3 INCIDENT MANAGEMENT TEAM

OPERATIONS PLAN

2010
(Hosted by Kalispell Interagency Dispatch)

REVIEWED BY _____
              Brad Gillespie, ICT3   Date

REVIEWED BY _____
              Rick Connell, ICT3   Date

APPROVED   _____
              R-1 Director of Fire and Aviation   Date

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INTRODUCTION

- Extended attack and transitional periods are the most hazardous stages of wildland fire suppression -

The Northern Rockies Region recognizes the need to manage wildland fires in the safest and most efficient manner possible. This plan provides for the rapid deployment of an effective Type 3 incident management organization.

The Northern Region will provide the core overhead personnel to produce one Type 3 Incident Management Team (IMT3). This team will be available to manage any Type 3 incident within the geographical area and may be available for out of Region assignments. The general operating period will be from July 18 to September 25, 2010. The IMT3 goal is to mobilize within 2 hours of the unit request during the availability period. Assignments during the shoulder seasons may be possible but will require longer mobilization time.

This plan will be reviewed by the Region 1, Forest Service Director of Fire and Aviation, no later than April 30th annually.

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TEAM OBJECTIVES AND GUIDELINES

Objectives

The objective of this plan is to set forth guidelines and procedures for agency administrators to utilize the Region 1 Forest Service Type 3 Incident Management Team (IMT) for the following situations:

- A single extended attack incident expected to last more than two (2) operational periods,
- Multiple initial attack incidents within close proximity, each with an IC and/or exceeding the span of control or other management capability of the unit fire duty officer,
- Supporting an incident that interferes with or exceeds the capability of other unit operations,
- Interim management of a fire in transition from local fire management to a Type 2 or 1 incident management team,
- Managing a long duration fire of a low or moderate complexity.

Guidelines

This plan provides operating guidelines and procedures for agency administrators, fire managers, and dispatch centers to mobilize an organized Type 3 organization. The Type 3 Incident Commander (IC) will establish a roster of positions to meet the hosting agency needs. Mobilization of the IMT3 is outlined, in detail, in Attachment 1.

On single jurisdictional incidents, the Type 3 IMT will be managed by one Incident Commander. On multi-jurisdictional incidents involving other entities, a Unified Command may be established. Together, the officials responsible for managing the incident must monitor the incident complexity to be assured it does not exceed that which is appropriate for this organizational level.

When the hosting unit identifies the need for a Type 3 incident management team they will specify when ordering, the team organization they want provided.

Prior to arrival of the team, the Agency Administrator shall:

- Prepare and/or review and approve Incident Complexity Analysis
  (See Attachment 2)
- Prepare and/or review and approve WFSA/ WFDSS and daily updates
- Prepare and issue Delegation of Authority to the incoming IC.

Upon arrival of the team, the Agency Administrator shall:

- Prepare and conduct the Line Officer's briefing of incoming IMT.
  (See Attachment 3)
- Make resource advisors available if necessary.

- Provide oversight of IMT performance regarding Safety, Strategy, Cost Efficiency and Effectiveness.
- Complete a written evaluation of IMT performance at the completion of the assignment and review it with the Incident Commander.

OPERATING PROCEDURES AND TEAM POSITIONS

Operating Procedures

From approximately July 11 to September 18, the Type 3 team will be available and ready to mobilize within 2 hours.

1. The primary availability period is July 11, 2010 through September 18, 2010. If the season dictates this can be extended earlier or later.

2. The Type 3 IMT roster will remain on-call for fourteen (14) days. Availability starts at 0600 on Monday through 0559 on Monday two weeks later.

3. After each 14 day rotation the roster will be revised. If the primary positions are not filled, the team will stand down.

4. During shoulder seasons (June 1 to Availability period to October 15) the IC will be determined on a weekly basis and KIC notified. A full roster will not be developed but personnel will be call upon assignment.

5. Generally members are expected to participate for at least one availability period.

6. All members will be kept on a list. A request for team members will be made the Wednesday prior to each availability period to determine who is available for a potential assignment. During the shoulder seasons, the roster will be compiled at the time of request.

Positions

The team roster will be coordinated with the host unit at the time of request. This decision will be based upon the discussion between the Type 3 IC and the requesting unit Line Officer and/or Duty Officer. The IC has the ultimate responsibility for assigning personnel to team positions based on knowledge of individual qualifications.

Unless otherwise agreed upon by the Type 3 IC and the requesting unit, team mobilization will include 8 overhead positions: An Incident Commander, Deputy IC, Operations, Plans, Logistics, Finance, Information and Safety personnel. If a position(s) within the Type 3 IMT cannot be filled within from the pre-identified Agency Personnel Pool, a resource order will be placed by the hosting unit through ROSS to fill the position(s). (See Attachment 4)

The team will utilize host agency, and local cooperators to the fullest extent possible to ensure that continued workforce development is occurring. Availability of trainees should be discussed with the host unit prior to mobilization.

Type 3 IMT Functional Responsibility	ICS Minimum Qualification Requirement
Incident Command	Incident Commander, Type 3 (ICT3)
Deputy IC/Trainee	(Must be fully qualified ICT3 to act as Deputy, otherwise will use ICT3t in modified capacity.
Operations	DIVS
Aviation	HEB1 or HEB2
Plans	RESL
Logistics	SPUL, FACL
Finance	COST, TIME
Information	POIF
Safety Officer	SOFR

MOBILIZATION / DEMOBILIZATION

Mobilization

Requests for a Type 3 IMT will be processed through the Northern Rockies Coordination Center (NRCC). The receiving unit will generate a ROSS IMT3 request and will place the order through NRCC. NRCC will place the IMT3 team request with Kalispell Interagency Dispatch (MT-KIC). See Attachment 1 for details.

Team Roster:

The ICT3 will negotiate and establish a team roster with the requesting unit Line Officer / Duty Officer. Once this is established, the ICT3 or Plans Section will contact team personnel to ensure availability. The ICT3 or Plans Section will provide a list of positions/names to the IMT3 base dispatch center. The base dispatch center will develop a team roster in ROSS to fill the team request.

IMT members will receive resource orders through their home dispatch office. They will coordinate travel information with dispatch to complete the resource order fill information. Information on team mobilization status will be maintained throughout the mobilization period between the base dispatch center and the incident host dispatch center.

The requesting unit will specify the mobilization point, arrangements for briefing the IMT, and transportation requirements at the time of the order.

Demobilization

The team will demobilize as a unit unless special circumstances exist. On a long duration incident, personnel may be rotated in and out in a staggered demobilization process to maintain management consistency and prevent the classical transition day. Personnel for this resource exchange will be drawn from the IMT3 Personnel Pool, the host unit or through the resource ordering. This will be managed on a case-by-case basis. Transition to or from either a Type 2 or Type 1 Team, or back to the host agency, should be well coordinated and may require the team to remain on the incident for an additional shift. NRCC will be notified of team demobilization plans in advance per Northern Rockies Mobilization Guide direction.

INITIAL SUPPLY ORDER / SUPPORT

Initial Supply Order

A Type 3 supply kit pre-order has been identified to meet base mobilization needs. An example supply kit inventory is included in Attachment 5. A resource supply order is necessary to obtain these items. Items will be orders as individual line items, not as a pre-established kit unless the order is placed through a Region 1 Cache that has a pre established Type 3 Kit (See Attachment 5 for examples). The ICT3 or Logistics Specialist should review the list with the Line Officer / Duty Officer in advance of placing the supply pre-order. For example, if the ICP will be at a work center, are tables and chairs necessary? Once the pre-order has been approved and mobilized, the Logistics Specialist will place additional supply orders as needed through the appropriate dispatch center.

Supplies

Procedures for Ordering

Direct Cache Ordering: Resource order numbers for incidents are assigned through the appropriate dispatch center and control may or may not be given to the team to order directly from the NR fire cache. If the team is authorized to order supplies directly, the dispatch center may have the team cache orders begin with request number 1000. This process should be discussed at the in-briefing.

NFES Cache items must be on a separate Resource Order form from all non-NFES item orders, i.e., items to be purchased locally. If direct supply ordering is allowed, cache orders may be placed to the NR Cache on Resource Order Form, ICS-260-1(NFES 1470).

The National Fire Equipment System Catalog (NFES 0362) is to be used as the reference catalog when ordering from the Fire Cache. All requests must include the NFES catalog number and standard quantity.

Local purchasing: Finance and Logistics will work with the appropriate dispatch center to conduct local purchasing.

All cache items shall be returned to the NR Fire Cache. Cache returns should be logged on a Waybill at time of demobilization. Differences between quantities shipped and returned will be charged to the incident as well as any associated refurbishment charges. Stringent supply inventory is imperative.

Type 3 Incident Replacement Requisitions

The incident Logistics Specialist will be responsible for managing incident replacement requisitions when a Type 3 IMT is assigned. Prior to release from an incident, firefighting resources will prepare an Incident Replacement Requisition, (NFES 1300), and an Incident Replacement Requisition Continuation, (NFES 1286), for items which have been lost, consumed, or destroyed during the incident. The approved replacement requests will be based on Engine Accountability sheets or other fire equipment inventory documents. If equipment and supplies are available at the incident for replacement, the request is filled at the incident. If equipment and supplies are unavailable at the incident for replacement, AND the requesting resource is not being immediately demobilized, Logistics will place a resource order for needed items through appropriate channels to the servicing fire cache. The order will be shipped to the incident and replacement will take place.

If equipment and supplies are unavailable at the incident for replacement, AND the requesting resource is being demobilized, an OF-315, Incident Replacement Requisition, (NFES 1300) will be completed by the Supply Unit and forwarded to the Cache. Authorized approvals and signatures MUST be included on the requisition to the Cache. The only person(s) authorized to approve Replacement Requisitions is
the Agency Administrator or Representatives. (See Chapter 30, IIBMH)

Government Property: Lost/Damaged/Destroyed:

The damaged/destroyed property must be returned to supply with written documentation of the cause of damage, and photos when appropriate and/or possible witness statements, etc.

If the cache replacement is not acceptable, a resource order may be issued with an "S" number assigned for the value commensurate to the cost of the (documented as identified above) destroyed/damaged item to allow the purchase of the replacement item chargeable to the incident if approved by the Agency Administrator or Representative.

Replacement of supplies consumed on the incident should be replaced from the existing incident supplies. If not available from supply, an OF-315 must be prepared along with a resource order approved and an "S" number provided by supply.

The IIBMH requires that damaged or lost government property be documented on the AD-112, Report of Unserviceable, Lost, or Damaged Property. It must describe the circumstances of the loss and have official signatures. The IMT will review, sign, and take any follow-up action. All reports are submitted to the Incident Agency.

All replacement orders must be submitted and received no later than 45 days after close of the incident.

Transfer of Supplies Between Incidents

Transfer of cache supplies between incidents is not recommended.   Accountable items such as Mark III pumps and repeaters should be tracked on the resource order with GPS locations to ensure locations are clearly identified for transition to the host unit or the next level of incident management, i.e. a Type 2 team.

INCIDENT COMMUNICATIONS

Radio Communication

The radio frequencies for each area can be found in the Northern Rockies Mobilization Guide or the Northern Rockies Frequency Guide. Incident communication should be discussed following the in-briefing to determine what communication is currently in place. The IC or Logistics Specialist may request incident frequencies and may order a portable repeater anytime during the incident to reduce incident radio traffic from the local area channels.

ICP Communication Needs

Repeaters

A Communications Technician (COMT) must place and receive an order for a repeater. (See Attachment 12 for a list of Region 1 COMT's)

Team Kits

The Northern Tier Team will be issued the Regional Team kit. (See Attachment 8 for Kit Contents)

Finance Section support of both teams will be equipped with a computer with ISUITE capabilities.

Phones, faxes, copiers, printers

Prior to arrival at the incident the IC and/or logistics should discuss additional electronic support items such as landline telephones, cell phones (usage and area capabilities), fax machines, copiers, printers, etc. Items should not be purchased or rented without consulting with the unit Incident Business Advisor and/or the Dispatch Manager to know what is available from the host unit.

ATTACHMENT 1: Reference Websites/Contacts:

Forest Service IRM Customer Help Desk: 1-866-945-1354   http://fsweb.chd.fs.fed.us

Forest Service Incident Business Practices:
>   http://www.fs.fed.us/fire/ibp/index.html

Northern Rockies Coordinating Group
>   http://www.fs.fed.us/r1/fire/nrcg/index.html

Northern Rockies Coordinating Group Business Committee:
>   http://www.fs.fed.us/r1/fire/nrcg/Committees/business_committee.htm

National Wildfire Coordinating Group Incident Business Practices Working Team:
>   http://www.nwcg.gov/teams/ibpwt/index.htm

State of Montana – Department of Natural Resources Fire:
>   http://dnrc.mt.gov/forestry/Fire/default.asp#

State of Idaho – Idaho Department of Lands – Fire Management:
>   http://www.idl.idaho.gov/bureau/firemgt.htm

I-Suite:
>   http://isuite.nwcg.gov   866/224-7677

Forest Service Acquisition Incident Support:
>   http://fsweb.wo.fs.fed.us/aqm/incident/

Forest Service Job Code Lookup:
>   http://fsweb.ftcol.wo.fs.fed.us/aqmsys/job_codes/index.php

National FS Contracts:
>   www.fs.fed.us/fire/contracting

National Publications:
>   Buying Team Guide: http://www.nwcg/gov/pms/pubs/pubs.htm
>   Agency Administrator's Guide to Critical Incident Management:
>   http://www.nwcg.gov/pms/pubs/pubs.htm
>   Military Use Handbook: http://www.nifc.gov/nicc/logistics/reference.htm

ATTACHMENT 2:   Team Ordering Procedures, Detailed

A resource order request for a Type 3 incident management team will be placed through normal dispatch ordering channels as established in the Northern Rockies Mobilization Guide.

Kalispell Interagency Dispatch will host the NR IMT3 this year.

ROSS specifics:

Resource Item   New
Is this a Group?   Yes
National   Do not check
Name   Team-IMT-T3-Northern Rockies
Provider   Multiple
Organization   MT-KIC
Location   Kalispell, MT
Qualifications   Team, Type 3

The Master Roster will vary according to the incident host needs and the qualifications of the individual for each of the functional areas.

During the primary availability season the 8 positions will be initially rostered prior to the call-up period. Once an order has been received the IC/Plans will notify KIC as to the final roster based upon the ordering unit's needs.

ATTACHMENT 3: TYPE 3 TEAM INCIDENT BRIEFING

GENERAL INFORMATION

A. Incident Name:	
Fire Number:	
FireCode:	
B. Size:	
Location (Legal Description):	
Land Status:	
Point of Origin:	
Time of Origin:	
Cause:	
Fuels:	
Topography:	
Structures Burned:	
Structures Threatened:	
C. Current IC:	
D. Current Weather Forecast and Spot Weather Forecast at the Site:	
E. Experienced Fire Behavior:	
F. Current Tactics:	
G. ICP and Base Locations:	
H. Local Fire Policies:	

I. Concerns for Resource Values:	
J. Priorities for Control:	
K. Safety Issues:	
1. Accidents to Date:	
2. Status of Accidents:	
1. Areas with Existing or Potential Hazards:	
4. Medical Facility/Ambulance Services/Evacuation Procedures	
5. Firefighter safety is the responsibility of every firefighter.	
L. Investigation:	
M. Other:	

OPERATIONS

A. Current Strategy:	
B. Tactics:	
1. Aircraft Usage:	
2. Hand Crew Operations:	
2. Dozer Operations: 3.	
4. Engine Operations:	
5. Helibase/Spot Locations:	
6. Smoke Conditions:	
7. Structural Protection:	
8. Safety Zone(s) and Lookouts:	
9. Escape Routes:	
10. Communications Issues:	

PLANNING

A. Local Unusual Fire Behavior and Fire History in the Vicinity of the Incident:	
B. Legal Considerations:	
C. Release of Resources:	
D. Availability of Water:	
E. List of Resources at the Fire and Ordered:	

F. Copies of Maps/Photos:	
H. Contact Person for Mapping:	
I. Computer Support:	
J. Digital Mapping:	

LOGISTICS

A. Transportation Routes:	
B. Available Feeding Facilities:	
C. Available Sleeping Facilities:	
D. Local Medical Facilities:	
E. Nearest Burn Center:	
F. Resources Already Ordered:	
G. Known Security Problems:	
H. Communications Being Used:	

FINANCE

A. Resources on Fire Personnel and Equipment:	
B. Host Agency & Who is responsible for the bill:	

C. Incident Business Contact:	
D. Potential for Cost Share?::	
E. Is there local buying team or purchasing support?	

INFORMATION

A. Information Phone Number Established:	
B. Pertinent Fire Information Given to Appropriate Agencies:	
1. 911 Dispatch:	
2. Others:	
3. Others:	
4. Media Contacts:	

ATTACHMENT 4: Initial Team Members (Primary Role)

Incident Command:

Name		Dispatch
Brad Gillespie	Primary IC	MTKIC
Rick Connell	Primary IC	MTKIC
Jim Reuter	Alternate IC	MTKIC
Michael Dardis	Alternate IC	MTKIC
Corey Buhl	Alternate IC	MTGDC
Aaron King	Alternate IC	MTKIC
James Barnett	Alternate IC	MTKIC
Dylan Dickinson	Alternate IC	MTKIC

Operations:

Name		Dispatch
Brent Olson	OPS3	MTKIC
Seth Carbonari	OPS3	MTKIC
George Johnson	OPS3	MTDDC
	OPS3	

Plans:

Name		Dispatch
Tracie Buhl	RESL	MTGDC
Marsha Moore	RESL/DMOB(T)	MTKIC
Jolene Dunham	RESL/DMOB(T)	MTKIC

Logistics:

Name	Qualifications	Dispatch
Justin Trodick	BCMG	MTKIC
Bill Burdick	SUPL(T)/RCDM	MTKIC
Arnie Brosten	LOG2	MTKIC
Keith Konen		MTKIC
Andy Reed		MTKIC
Greg Karow		MTKIC
Kyle McGuire		MTKIC

Finance:

Name	Qualifications	Dispatch

2 2

Biddy Simet	COST	MTKIC
JoAnne Nevins	COST/TIME	MTKIC
Jamie Tripp	COST TIME	MTKIC
Beth Goodman	COST	MTKIC
Karen Goode	TIME/COST/FSC(T)	MTKIC

Safety Officer:

Name	Qualifications	Dispatch
James Bartlett	SOF2	IDCDC
Darren Borgen	SOF3/ICT3/DIVS(T)/FUM2(T)	MTKIC

Information:

Name	Qualifications	Dispatch
Allison Jackson	PIO2/PIO1(T)/FAC2(T)	AK-TNF
Emma Braunberger	PIO3/GISS	MTKIC
Denise Germann	PIO3	MTKIC

Tech Support/Fire Behavior:

Name	Qualifications	Dispatch
Chuck Mark	FBAN/LTAN/ICT3/FUM1	IDGDC
Ron Hvisdak (call only)	FBAN	MTKDC
Byron Bonney (call only)	FBAN	MTMDC
Casey Teske	GISS/FEMO	MTMDC
Dave Yarger	GISS	MTKIC
Rob Carlin	SITL	MTKIC
John Ingebretson	SITL	MTKIC
Wanemah Hulett	PTRC/EQTR/DISP	MTKIC

Trainees

Dave Soleim	Trainee IC	MTKIC
Jamie Tripp	RESL(T)/DEMO(T)	MTKIC
Kurt Hanson	RESL(T)	MTMCC

ATTACHMENT 5: TYPE 3 IMT KIT INVENTORY

7120	KIT, SUPPLY, TYPE 3 TEAM	Grangeville Fire Cache		
NFES	**ITEM DESCRIPTION**	**QTY**	**UI**	**UI DESCRIPTION**
0021	Bag, Trash, 30 Gal.	1	BX	200 EA/BX
0030	Battery, "AA"	60	PG	24 EA/PG
2047	Chair, Folding, Metal	12	EA	
0480	Coffee Heating Kit	1	KT	
0048	Container, 5 Gal. Water (Cubi) (FILLED W/ H2O)	2	BX	20 EA/BX
0533	Cord, Parachute	1	SL	
0960	Fly, Tent Kit	2	KT	
2501	Lantern, Camp, Electric	3	EA	
0105	Fusee	1	CS	72 EA/BX
0321	Hammer, Claw	1	EA	
0142	Paper, Toilet	1	CS	
0146	Pulaski w/Sheath	10	EA	
2698	Table, 6', Collapsible	3	EA	
0491	Tank, 5 Gal. Propane	1	EA	
0222	Tape, Filament, 1" x 60 Yard	9	RO	
1038	Towel, Disposable, Bath	1	CS	300 EA/BX
101337	ICS-214, Unit Log	10	EA	
101353	ICS-221, Demobilization Checkout	10	EA	
101577	ICS-224, Crew Performance Rating	10	EA	
1470	ICS-260-1, Resource Order	1	PG	100 EA/PG
101576	ICS-225, Incident Personnel Performance Rating	10	SH	
These items are only obtainable through the Grangeville IMT3 Supply Kit, NFES 7120				
1842	MREs	48	BX	48 Boxes/ Pallet
1239	Hose, synthetic lined, 1 ½" x 100'	30	LG	100 ft./LG
1238	Hose, synthetic lined, 1" x 100 '	30	LG	100 ft./LG
1016	Hose, garden, synthetic, ¾" x 50 '	2	BX	20 EA/BX
0136	Nozzle, garden hose, ¾", adjustable brass	3	BX	10 EA/BX
0010	Reducer, 1 ½" to 1"	2	EA	10 EA/BX
0733	Reducer, 1" to ¾"	3	EA	10 EA/BX
0883	Wye, 1 ½"	16	EA	
0739	Wye, ¾"	30	EA	
3870	Mark III Pump Kit	2	EA	2 Complete Kits
0143	Sheeting, plastic, clear 16' x 100', Visquin	1	RO	
0606	Can, gasoline, safety, 5 gal, DOT approved, (FILLED W/ UNLEADED GAS)	6	EA	6 Filled w/ Unleaded gas
1869	Oil, bar and chain, 1 QT	40	EA	
3444	Oil, 2 cycle	1	EA	48/BX

ATTACHMENT 6: INCIDENT EMERGENCY PLAN

REGION 1 IMT3
Incident Emergency Plan (IEP)

The primary goal of this Incident Emergency Plan (**IEP**) is to allow incident personnel the guidelines necessary to *Locate, Triage, Extricate, Treat and Transport* all accident patients in as quick and safe a manner as possible. The Division/Group Supervisor will initially oversee the emergency and activation of the (**IEP)**. Radio communication will be on the command frequency and will take priority over other radio traffic. Names of injured or deceased individuals should not be given over the radio. Use of crew names or designators should be limited. Deceased individuals and their equipment are not to be moved, except to accomplish rescue work or to protect the health and safety of others.

POSITION CHECKLIST

INCIDENT COMMANDER

- ☐ Ensures the Incident Emergency Plan is implemented
- ☐ Notifies Agency Administrator and Geographic Coordination Center

SAFETY

- ☐ Evaluate safety issues at the accident site and works with Division/Group Supervisor in charge to mitigate them.
- ☐ Initiates the investigation of the emergency and requests the appropriate investigation resources/teams.
- ☐ Secures witnesses names and initial statements and all evidence relating to the accident.
- ☐ Coordinates investigation with comps/claims unit.
- ☐ Obtains sketches and photos of emergency scene.
- ☐ Coordinates with and supports the Division/Group Supervisor in charge at the scene.

DEPUTY IC

- ☐ Insure coordination with investigating entities
- ☐ Assist other positions as needed
- ☐ Coordinate with cooperators and key stakeholders

INFORMATION

☐ Collect pertinent emergency information.
☐ Coordinate information release with Incident Commander and Agency Public Affairs Officer.
☐ Assign Information Officers to field media inquiries at accident scene, med-evac area and hospital.
☐ Coordinate with Liaison and Safety Officers regarding roadblocks, evacuations and emergency medical information needs.
☐ No personal information is to be released until approved by Incident Commander.

OPERATIONS

☐ Implement the Incident Emergency Plan, providing coordination between the on scene Division and other IMT sections and units.
☐ Ensure appropriate incident organization to possibly include "Triage, Extrication, Treatment and Transportation Units, Medical Group, etc.
☐ Coordinate and supports the Safety Officer's investigation and Law enforcement agencies involved.
☐ Coordinate with the Logistics Section for on scene support and location of receiving hospitals for patients.
☐ Conduct Size-up of the situation
☐ Identify Nature of the incident (auto/aircraft accident, burn over, etc.) and number of crews, vehicles or aircraft's involved.
☐ Identify Number of people involved and their medical condition (Triage).
☐ Identify Location and (Lat/Long coordinates) of site.
☐ Identify Medical treatment and transportation needs.
☐ Identify special needs, i.e. Law Enforcement, Heavy Rescue, and Haz Mat response.
☐ Coordinate and oversees line EMT& Paramedic response to the accident site (utilize closest EMT's from crews and engine companies).
☐ Provide for immediate extrication and medical triage, treatment and transportation.
☐ Coordinate with Air Tactical Group Supervisor for Air-Medical transportation needs.
☐ Implement the Helibase emergency rescue plan as needed.
☐ Coordinate with Logistics Section for ground ambulance transport, medical supplies and other medical needs.
☐ Ensure air/ground ambulances coordinate patient transportation locations with the Medical Group Supervisor.

PLANNING

☐ Complete the Wildland entrapment/fatality initial report (NFES 0869) as needed.
☐ Coordinate Critical Incident Stress Debriefing for effected personnel.
☐ Develop and distribute Fact Sheet within 4 hours.
☐ Provide and coordinate a Family Liaison with supporting agencies, (Home Unit, Red Cross, 100 Club, Chaplin)

☐ Provide Briefing at ICP for Incident Personnel

LOGISTICS

☐ Order needed resources for the emergency
☐ Monitor support functions and assess additional needs.
☐ Provide ground transportation as needed.
☐ Coordinate removal of damaged vehicles.
☐ Establish emergency radio communications.
☐ Assist Medical Unit Leader with communications with the hospital and ambulance service.
☐ Coordinate Security with Team Liaison and Operations Section Chief as necessary.
☐ Locate and secure personal effects of injured personnel.

FINANCE

☐ Coordinate with Agency Administrative Officer or Incident Business Specialist
☐ Coordinate accident forms and gathering of documentation

ATTACHMENT 7: FINANCE INFORMATION

**Northern Rockies
Type 3 Finance
Standard Operating Procedures**

Skills:

Individuals serving as finance support for Type 3 incidents should possess the following skills:
1. _Basic ICS_: Type 3 Finance Support should have a working knowledge of the Incident Command System to understand where they fit into the organization, to whom they report, with whom they need to interact and transfer information, as well as deadlines for submission of information (ie: cost figures for a ICS-209). They also need to understand that with Type 3 organizations, individuals may serve multiple roles depending on whether the incident is beginning (and ICS is expanding) or ending (and ICS is contracting). Training: ICS 100 and ICS 200.

2. _Personnel Time Regulations_: Type 3 Finance Support should understand all the material in Chapter 10 of the IIBMH and be able to explain the regulations to incident personnel as questions arise. They should be able to identify when errors arise on incoming Crew Time Reports so that the incident personnel are notified as soon as possible. They should be able to accurately post time from a CTR to an OF-288 either manually or using I-Suite. They need to understand the application of Hazard Pay for non-fire incidents and how it changes for GS and WG employees.   Training: S-260 and S-261

3. _Procurement Regulations and Equipment Time:_ Type 3 Finance Support should understand basic procurement guidelines for incidents, including the use of Resource request numbers, lodging and meal authorizations, and appropriate purchases (i.e. supplemental foods, agency-specific guidelines), as well as the ability to record equipment time to a Use Invoice either manually or using I-Suite (general EQTR duties). Training: S-260 and S-261, as well as Fire Procurement 101/Incident Contract Administration.
   * _Contracted equipment_: If contracted equipment is in use, they must have a working knowledge of EERAs and competed contracts, the dispatch system and agency payment processes.

4. _Interagency Cooperation_: Type 3 Finance Support should understand the basic components of interagency cooperation and how members of another agency get paid, what their role is for ensuring that paperwork is submitted to the right place in a timely manner. Understanding Chapter 50 and NRCG Supplement to Chapter 50 is necessary. Training: S-260 and S-261

5. *Property Regulations:* Type 3 Finance Support should understand incident replacement policies for government equipment or employee-personal property. Training: S-260 and S-261.

6. *Human Resources Information*: Type 3 Finance support must be familiar with:
   - *APMC/OWCP*: The difference between APMC and OWCP and how/when to apply each. Also, there must be an understanding how the APMC/OWCP processes are managed on the unit.

7. *I-Suite Familiarity*: Type 3 Finance Support must be able to set up the program, stand up an incident, input resources, post time to create OF-288s, submit accruals to ACS (FS only), provide basic cost reports, and close out an incident. In order to provide cost reports, they will need to know how to keep the cost module clean by deleting unwanted default estimates that the program creates (which could overstate costs if not watched closely). **Training: I-Suite for Locals

8. *Incident Records*: Type 3 Finance Support must understand the Incident Records Protocols as established by NWCG (Legacy Filing). Training: NIFC website – http://www.nifc.gov/policies/records/index.html

9. *Incident Business Contacts*: Type 3 Finance Support must have adequate contacts on the host unit to ensure compliance with the incident business plan. Those individuals should have the ability to assist in all areas of incident finance. Tools: Unit Incident Business Plan and Contact List.

10. Training: Along with preplanning, agency employees should be trained to respond to a variety of Type 3 incidents as dictated by the agency's authority and jurisdiction. Minimum training will include (but not be limited to):
    - I-100 Introduction to ICS
    - S-110 Basic Wildland Fire Orientation
    - I-200 Basic ICS
    - S-260 Interagency Incident Business Management
    - S-261Applied Interagency Incident Business Management
    - I-Suite for Locals
    - Fire Procurement 101/Incident Contract Administration

Future Training Recommended: See training requirements for finance positions in the NWCG PMS 310-1 or FSH 5109.17.

Duties:

1. Determine location of finance support function and consider the need for telephone and data/web link capability. Take Type 3 Finance Kit to incident or use kit provided by host unit.

- Establish a check in procedure (in conjunction with Planning)
- Determine what positions are needed for finance
- Establish an area to turn in timesheets, shift tickets, etc.
- Determine if equipment time should be located in ground support (T3 you may be doing it all).
- Injury support may be located with medical unit (T3 you may be doing all).
- Gather needed agreements (EERAs, Land Use, etc.).
- Determine how purchasing is accomplished and the possibility of needing additional help.

2. Stand up I-Suite database (or provide support manually if no I-Suite).
   - Post all personnel time from CTR.
   - Ensure all resources, including un-operated equipment like porta-potties, showers, etc., are tracked and equipment time is posted in I-Suite.
   - Forest Service Fires Only: Daily transmissions to ASC via the I-SUITE data export functions (Forest Service only) and at the end of the fire to the I-Suite data repository.
   - Upon demob of resources, prepare final timesheets and use invoices.

3. The host unit's Incident Business Operating Plan establishes the unit's procedures and contacts.

4. Make contact with the unit's Administrative representative or Incident Business Specialist for assistance and guidance.

5. Payment packages are prepared and coordinated with host unit to send to appropriate payment center.

6. Transition Duties:
   - Coordination with who has been performing duties to the receiving organization (Team or host).
   - Determine size of finance support organization.
     - Ensure there are enough computers set up to handle time and equipment.
   - Follow the NRCG Incident Finance Transition Checklist for I-Suite.

   - Ensure documentation packages are up-to-date and reviewed.
     o Identify and discuss any issues that have surfaced
     o Use NRCG Review Checklist for Incident Payments
     o Personnel Timesheets are completed and transmitted for payment.
     o Cost Reports completed as requested by unit.

   - Close out documentation:
     - I-Suite CD with password for incident database and Admin User (login and password) to host unit.
     - I-Suite repository transmission completed
     - Legacy filing complete
     - Documents stored in secure location.
   - Restock Type 3 Finance Kit.

Type 3 General Infrastructure:

1. One location that can be used as ICP for overhead personnel and for morning/evening briefings for field incident personnel. This location will need power for phones and computers and be located in a radio coverage area.

2. Meals and lodging support: If applicable (i.e. if all incident personnel are not home-unit employees) infrastructure may be necessary to provide meals and lodging/camping for incident personnel. Procurement methods need to be set up pre-season (depending on the remoteness of the incident). Some Type 3 incidents with a relatively low number of incident personnel are adequately served using existing commercial facilities rather than a "camp" situation. Local unit procurement support may be needed to satisfy this need.
3. Equipment:
   • Finance Support Equipment: **See Northern Rockies Type 3 Finance Kit Checklist.**

ATTACHMENT 8 : Team Kits

Northern Rockies
Type 3 FINANCE KIT Contents

EQUIPMENT:	HOW MANY	ON CD
Laptop with I-Suite Loaded	2	
Desktop printer/copier with USB cable	1	
Spare Ink cartridges for printer/copier	2	
Power Strip with surge protector	1	
Long Data Cable	1	
Backup power supply for computer	1	
Printer/paper	1/1pk	
Thumb Drive for backup	1	
Blank CD/Cased for backup	2	

General:		
IIBM Handbook **(separate from kit)**	1 ea	Documentation Only
FS 5100-20, Overhead/Single Resource	10	x
FS 5100-17 / 17a, Crew and Attachment	5	x
FS 5100-19, Equipment	5	x
FS 5100-18, Engine	5	x
FS 5100-16 / 16a, Aircraft/Helicopter and Attachment	2 ea	x
Accruals (for FS see ASC-IF Payment info)		x
I-Suite Transition Checklist (Northern Rockies)	1	x

AD/EFF HIRING:		
I-9, Employment Eligibility Verification (federal)	1	x
W-4, Federal and State Tax Withholding (federal and state)	1	x
SF-1199A, Direct Deposit (federal)	1	x
Single Resource Casual Hire Information (federal)	1	x
Incident Behavior Information Sheet (federal and state)	1	x
State Hiring Forms (customize for each state)	1	
USDA, USDI, and State Pay Plan for Emergency Workers – current year	1	

PERSONAL TIME:		
SF-261, Crew Time Reports	1 bk	
OF-288, Fire Time Report	10	
Payroll Calendar (agency specific)	1	
24 Hour Clock	1	
Crew & Overhead Rosters	1	x
Finance Hours Posting		x

COST		

Accruals (for Forest Service ASC-IF payment info)		
Accrual Spreadsheet – Chapter 80		

PERFORMANCE:		
ICS 226, Rating – Individual	1	x
ICS 224, Rating – Crew	1	x
CPS Rating – Contractor Performance Form	1	

EQUIPMENT TIME:		
OF-294, EERA **List of agreements used for IA	1	
OF-296, Inspection Checklist	1	
OF-297 – Emergency Equipment Shift Ticket	1 bk	
Fuel Issue – NRCG Credit Card Policy – See IIBMH Chapter 20 Supplement		x
OF-286, Equipment Invoice	1	
OF-305, Equipment Envelope	1	
Contractor Checklist ** What is this??	1	
Vendor Deduction Log	1	
Fuel Issue Database (**if needed)		x
Fuel Issue Database Instructions (**if needed)	1	x
Fuel Issue-spreadsheet	1	x
NRCG Review Checklist for Incident Payment		x

CONTRACTS: www/fs.fed.us/fire/contracting (national contracts) – http://www.fs.fed.us/r1/fire/nrcg/contracting.htm (NRCG contracts and links)		
Payment Data National Contract Crews/Eng	1	x
National Contract – Engine (web)		
National Contract – Shower (web)		
National Contract – Caterer (web)		
National Contract – Crews Type (web)		
FS-6300-20, Contract Daily Diary	1	x
FS-6300-21, Contract Daily Diary Continuation	1	x
NRCG Contracts – See NRCG Contracting Website		

VEHICLE DAMAGE:		
**Form?? Resource Log	1	x
**Form ?? Resource Log Continuation	1	x
SF-91, Motor Vehicle Accident Report	1	x
AD-112, Report of Lost or Damaged Property	1	x
SF-94, Witness Statement	1	x
FS 6500-7, Photograph Report (Forest Service)	1	x
OF-314, Vehicle Damage Envelope	1	
State Forms **Customize	1 set	

Incident Report for Ding/Dent **??	1	
	1	

INJURIES:		
Incident Injury/Illness Log (M Log)	1	x
CA-1, Report of Traumatic Injury	5	x
CA-2, Report of Occupational Illness	2	x
FS-6100-16, APMC Authorization	5	x
CA-16, Authorization for Exam and/or Treatment	2	x
CA-17, Duty Status Report	2	x
CA-20 **Do we need??	2	x
FS-6700-9, Blood Borne Pathogens Exposure Determination	1	x
FS-6700-10, Blood Borne Pathogens	1	x
FS-6700-12abc, Blood Borne Pathogens, Exposure Report	1	x
FS-6700-13, Blood Borne Pathogens	1	x
FS-6700-16ab, Blood Borne Pathogens	1	x
OF 313, Injury Case File Envelope	1	
State Forms **Customize	2	
CA-2a, Notice of Recurrence – do we need?	2	x
Town Maps	1	
Medical Facilities List (in Service & Supply Plan)	1	x
Resource Order (not used if using M log)	1	
Forest Service - HCM-OWCP Process	1	
Forest Service HCM-OWCP Process for Burns	1	
NRCG OWCP/APMC Management Guidelines (Chapter 10)		

CLAIMS:		
Claims Log	1	x
AD-382, Employee Claim	1	x
SF-95, Claim for Damage (private individual)	1	x
OF-314, Claim Envelope	1	
State Forms - Customize	1	
Forest Service WO Ltr 7/17/01 Employee Claims	1	x
Forest Sevice WO Ltr 9/9/02, Documentation Potential Claim	1	x

PROPERTY:		
Incident Recycling Plan (see Unit Incident Business Plan)	1	

PURCHASING:		
Unit Service & Supply Plan	1	
**Form?? Micropurchasing Log	1	x
OF-316, Waybill	2	x
Unit List - Purchase Card Holders	1	
Sack Lunch Vendors (MT DNRC Web) or part of S&S Plan??		
BPA format - ?? Do we need	1	
Buying Team Guide – do we need??		x

Meal & Lodging Forms	5	

COMMISSARY:		
OF-287, Issue	1	x
OF-284, Accountability Record	1	x
Commissary Order – General Message??	1	
Special Order Form	1	
Commissary Issue Record (Optional instead of OF-287)	1	
Commissary Received (Summary)	1	
Commissary Inventory (Summary)	1	
Commissary Issued (Summary)	1	

SUPPLIES:		
Pen, BLUE	5	
Pencil / Lead (regular and mechanical)	2 ea	
Paperclips	2 pks	
Sticky Notes	2	
Stapler	1	
Staples	1 bx	
Envelopes (11X13 & 9 1/2X12 ½)	5 ea	
Staple Remover	1	
Tape (masking and scotch)	1 ea	
Regular Calendar	1	
Writing Tablet	1	
Accordion Folders	3	
Markers	2	
Clip Board	1	
Screen Wipes & Felt Cleaner	6 / 1	
Post It Flags	2	
Correction Tape	1	
Highlighter	2	
Clam Clipper	1	
Clam Clips	1 bx	
Scissors	1	
Calculator	1	
Folders	5	
Pencil Eraser	1	
Alpha File (separate from kit)	1	
Labels (large)	8 sets	
Information CD		x
Incident Package Labels	2 sets	x

MISCELLANEOUS:		
Unit Business Operating Plan	1	
UnitType III Operating Guide	1	x
Incident Business Management Handbook **(separate from kit) with NRCG supplements**	1	
Fireline Handbook	1	

Mob Guide (available in dispatch or plans)		
"Red" Book (Interagency Stds) (available in disp/plans)		
Mnemonics	1	
ICS 214, Unit Log	1	
Native American Crew Plan (NRCG Website)		x
Unit Identifiers (NWCG PMS931)		
Unit Phone/Fax Numbers (in Incident Business Plan)?	1	x
NFES 1509, Check In Log	1	x
NFEW 1353, Demob Checklist	1	x
General Messages	25	x
NR Incident Organizer (fire information) – what is this??	1	x
Incident Business Coordinators – Federal & State		
Radio Guide	1	
Incident Fax Coversheet format	1	
ICS form list	1	
Forest Service - ASC-IF Payment Procedures	1	x